

Clarisse Abelarde

Objective: To gain new skills and perspectives while expanding my working and communication skills to broaden my diversity of acquired knowledge..

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Los Angeles, CA 90004
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EXPERIENCE

Nous-Ance — *Founder, Director, Project Manager*

AUG 2021 - FEB 2022

Coordinate events, managed website, recruited talent, arranged travel plans, planned programming for spaces and groups.

Ran online blog, discourse, artist interviews, and articles for the site. Organized group pop-up exhibitions in Los Angeles and Fullerton. Handled sculpture, 2-dimensional, and installation artwork. Administered sales and transactions between artists and collectors.

Kline Academy of Fine Arts — *Assistant Studio Manager*

AUG 2021 - FEB 2022

Planned curriculums, revised supply lists, and assisted in teaching classes. Maintained the website, and updated and coordinated event listings on Groupon, Meetup, Eventbrite, Coursehorse, and Teachable. Drafted and scheduled social media posts.

Trained, interviewed, and hired studio assistants and life-drawing models. Managed payroll and employee timesheets.

Catholic Charities of Los Angeles, Corporate— *Accounting Clerk*

JUL 2016 - APR 2018

Configured Excel spreadsheets for various Accounting needs. Entered data for Accounts Payable, Accounts Receivable, and Payroll. Organized files such as timesheets, checks, invoices, donation receipts, and other numerical reports.

Maintains professional communication between donation centers and homeless shelters across Southern California through email. Trained interns to file documents, use Excel, and operate in an office environment.

Yogurtland, Universal Citywalk— *Shift Lead*

JUN 2015 - JAN 2017

Opened and closed the store. Ensured that cleanliness, health, and safety standards were maintained continuously. Handled cash, prepared safe deposits for bank deposits, and issued registers for team members.

Ordered and organized deliveries for the store biweekly. Formatted Excel spreadsheets for labor, sales, and inventory. Occasionally managed payroll. Trained, interviewed, and hired new employees. Assisted in planning the store's weekly schedule and sending emails.

AWARDS & SKILLS

Excellent Attendance Award

High Honors Award

Leadership

Conflict Resolution

Teamwork

Accounting

Adobe Photoshop

LANGUAGES

English (fluent)

Tagalog (fluent)

Spanish (reading and writing)

EDUCATION

California State University, Long Beach— *Bachelor of Fine Arts*

SEPT 2020 - JUN 2022

BFA, Major in Drawing and Painting

Los Angeles City College— *Associate of Arts*

SEPT 2017- JUN 2020

AA Degrees (4) Major in Liberal Arts, Arts General, Studio Arts, and Art History

UCLA, Los Angeles— *Summer research intern*

JUN 2013 - AUG 2013

Conducted research and scientific writing with a professor, undergraduate, and graduate students in UCLA's Civil and Environmental Engineering lab. Incubated and grew bacterial samples from cattle feeding operations.

REFERENCES

Marie Thibeault - Professor Emerita, CSULB

(310) 487-3420

Marie.Thibeault@csulb.edu

Daniel Dove - Arts Department Head, CSULB

(805) 540-4829

Daniel.Dove@csulb.edu

Cheryl Kline - Owner, Kline Academy of Fine Arts

(310) 927-2436

klineacademy@att.net

EDUCATION

University of California, Riverside, Riverside— *College Credits*

SEPT 2014 - JUN 2016

Bachelor of Arts, Major in
Sociology.

Volunteered in campaigning
for the student body.

UCLA Community School, Los Angeles— *HS Diploma*

SEPT 2010 - JUN 2014

Math tutor: Pre-Alg, Alg for
middle school students.

Chemistry Teacher's Assistant

Led the first yearbook club

SOCIAL MEDIA AND WRITING SAMPLES:

INSTAGRAM: @clartist.a

WRITING SAMPLES: <https://www.nous-ance.com/>